

# CITY OF TUALATIN

## Classification Description

**Job Title:** Parks Maintenance Technician II  
**Department:** Operations  
**Reports To:** Parks Maintenance Manager  
**FLSA Status:** Non Exempt

**SUMMARY:** Performs a wide variety of manual, semi-skilled and skilled tasks in the maintenance of City parks, greenways, creeks, riverbanks, wetlands, street trees, and bike paths. Performs general beautification projects on and around all municipal buildings and parking lots.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs general grounds keeping and landscaping duties in City parks and municipal buildings and grounds including mowing, edging, fertilizing, watering, planting, pruning, pesticide application, raking and weed control.

Performs assorted park maintenance and construction activities such as constructing brick walkways, sidewalk extensions, underground drainage and irrigation systems and soil retention walls.

Performs routine preventative and field maintenance of grounds keeping and custodial equipment such as lawn mowers and small engine equipment.

Rebuilds or reconstructs park playground equipment. Monitors condition and safety of playground equipment and fountains, makes repairs as necessary.

Safely applies and provides for safe storage and disposal of pesticides. Maintains necessary records of pesticide use.

Operates a wide variety of light and heavy equipment.

Monitors and collects water samples, maintains appropriate levels of chlorine, acid, Ph, and turbidity.

Answers public inquiries in a professional and courteous manner.

Drives to city facilities, vendors, training programs, and meetings as necessary.

**SUPERVISORY RESPONSIBILITIES:** Directs work activities of Parks Maintenance Technician I as well as seasonal or temporary help, CE2 students, and community service volunteers.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Attendance & Punctuality** – Consistently at work and on time; Arrives at meetings and appointments on time.

**Cost Consciousness** - Works within the approved budget; Conserves organizational resources.

**Customer Service** - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

**Dependability** - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Design** - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

**Ethics** - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Interpersonal Skills** – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Oral Communication** - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Planning & Organizing** – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

**Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Special Skill & Ability:** Demonstrated skill in the operation of park maintenance equipment. Skill in basic carpentry and painting.

Ability to follow written and oral instructions and to exercise good judgment. Ability to perform strenuous manual tasks and to withstand exposure to variable weather conditions. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to ascend to and work in high places as necessary.

**Technical Knowledge & Ability:** Considerable knowledge of the standard practices, methods, tools and materials used in grounds keeping and landscape maintenance; and the safe use and storage of those tools and materials. Considerable knowledge of horticulture, the control methods and safe application of pesticides for weeds, diseases and insects affecting trees, shrubs and plants, and water quality testing. Ability to read and understand blue prints. Ability to install and repair irrigation systems. Reasonable knowledge of the care and minor and routine maintenance of grounds keeping equipment.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Certificates, Licenses, Registrations:** Possession of, or the ability to secure possession of within six months, a valid Oregon Commercial Driver's License, an Oregon Pesticide Applicator's License and First Aid and CPR certification. Specific assignments may require possession of, or the ability to secure, state certification for performing assigned duties.

**EDUCATION AND/OR EXPERIENCE:** Two years of experience in general maintenance of turf, shrubs and trees. Experience in irrigation repair and design. Sufficient education to insure the ability to read and write, and related course work in grounds maintenance preferred. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is frequently required to climb or balance. The employee is occasionally required to talk or hear and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and uneven, slippery terrain. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to vibration, pesticides and fertilizers. The employee is occasionally exposed to high, precarious places; risk of electrical shock and vibration. The noise level in the work environment is usually loud.